

VACANCY ANNOUNCEMENT

(Announcement Number: 15-17)

The American Embassy in Kathmandu is seeking an individual for the position of Financial Management Analyst.

OPEN TO: All Interested Candidates

POSITION: Financial Management Analyst

OPENING DATE: March 10, 2015

CLOSING DATE: March 24, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

Working under the direct supervision of the Financial Specialist, the incumbent performs a full range of budgeting and accounting duties. The duties include the preparation of annual budget and financial plan; maintenance of financial records; accounting; and preparation of specialized financial reports such as status of funds, budget versus spending trends, cost benefit analysis, etc. The incumbent also performs cashiering duties when needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's Degree in accounting or business administration is required.
2. At least three years of progressively responsible experience in accounting or budgeting is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required. English Language ability will be tested.
4. Good knowledge of budgeting and funds control, allotment, obligation, disbursement, accounting procedures and operations is required.
5. The ability to relate budget management implications and be able to recommend appropriate adjustments to financial plans is required. The ability to use various Windows-based computer applications such as MS Word, MS Excel and MS

Outlook is required. The ability to learn in-house specialized computer applications is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm2@state.gov (write “Application for Financial Management Analyst” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Financial Management Analyst”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement